

COST WORKSHEET

Fee Charges - *THERE IS NO COST FOR FOIA REQUESTS TOTALING \$14.00 OR LESS.*

Hours must be > 0 and in quarter hour increments (.0, .25, .5, .75).

Complete and return to your Program FOIA Coordinator

Type of Staff	Charge per Quarter Hour
Clerical	\$4.00 per ¼ hour
Professional Staff	\$7.00 per ¼ hour
Managerial Staff	\$10.25 per ¼ hour

Type of Requester	Fee Category		
	Search	Review	Duplication
Commercial	Yes*	Yes	Yes
Educational	No	No	Yes* (100 pages free)
Non-commercial scientific	No	No	Yes* (100 pages free)
News Media	No	No	Yes* (100 pages free)
All Others	Yes*(first 2 hrs free)	No	Yes (100 pages free)

*Note that capitalized entries cannot be charged if the Agency fails to comply with response deadlines

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Time	Task
0.5 Hours	Search
	Review
	Computer System Time
	Authentication Time
Disk	\$2.25 Cost of Disk/Mailer
Other	

NO FEES ASSESSED.